

Communications

Disseminating Information About the Judiciary

An important part of the work of Administrative Office staff is communicating effectively with federal courts and the public. Agency employees use electronic and paper methods of communicating to distribute information and reach out to Judiciary employees, the public, and Congress.

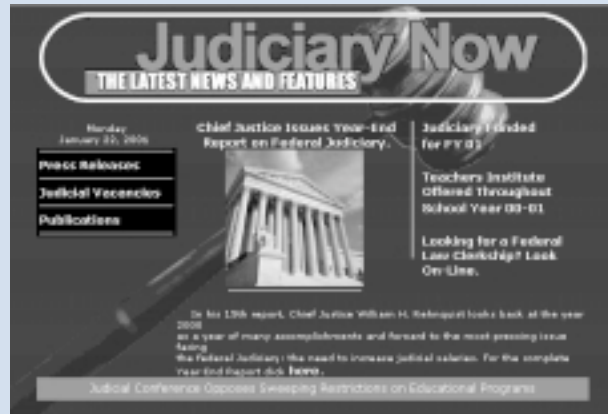
at 34 court locations across the country participated in a Law Day program sponsored by the Administrative Office. The program, Judicial Independence and You, won an Outstanding Law Day Activity Award from the American Bar Association.

Another initiative is the Outreach to Colleges and Universities project. Targeted at college and law-school graduates, a CD-ROM was developed for universities and placement offices, which provides information about the wide variety of career opportunities within the Judiciary. This initiative will enable the Judiciary to compete with the private sector and other federal agencies for quality talent in the current competitive job market.

Internet. The Administrative Office manages and coordinates policy and procedures related to Internet access and maintains its own Internet site, www.uscourts.gov. A new feature of this site is Judiciary Now, which is used to bring the latest news to the media and the public. Many courts make information available to the public via the Internet. As a result, they receive fewer calls regarding

Judiciary Now

The Administrative Office manages and coordinates policy and procedures related to Internet access, and maintains its own Internet site, www.uscourts.gov. A new feature of this site is Judiciary Now, which is used to bring the latest news to the media and the public.



Community Outreach. Community outreach programs increase the public's understanding of the federal Judiciary. This year, more than 1,300 high-school seniors

Publications

This year's publishing achievements include

Annual Report of the Director: Reports of the Proceedings of the Judicial Conference of the United States; Activities of the Administrative Office of the U.S. Courts; Judicial Business of the U.S. Courts.

District Clerks Manual was revised and made available to all district courts electronically via J-Net.

Fair Employment Practices Report. This annual publication provides overall demographic statistics about the court work force and reports on court achievements in making the courts model employers.

Federal Court Management Report. Written and edited for court managers, this periodical reports on developments and trends of interest in the Judiciary.

Federal Probation. A scholarly journal published twice a year.

The History of the Administrative Office of the United States Courts: Sixty Years of Service to the Federal Judiciary documents the Administrative Office's history and achievements since its creation in 1939.

Judicial Security Systems Manual identifies physical and electronic security system requirements for space occupied by the Judiciary. It also provides direction and consistency for the design and implementation of security systems during construction of new courthouses and major renovations.

Organization Design Resource Guide. This document is now available on the J-Net, under Human Resources. Numerous links to other human resources sites relating to Organization Design are also available on the web site.

News and Views. The bi-weekly newsletter for federal probation and pretrial services officers.

Report to Congress on the Optimal Utilization of Judicial Resources is an annual report on the Judiciary's economy efforts.

Retirement Benefits for Bankruptcy Judges and Magistrate Judges, Judges Information Series No. 5, is designed to guide judges through the complexity of the applicable laws and to assist them in the retirement planning process.

Judges Manual, Guide to Judiciary Policies and Procedures. This new version of the Judges Manual replaces Volume III (Judges Manual), Volume V (Bankruptcy Manual), and Volume IX (Magistrate Judges Manual).

The Third Branch. The monthly newsletter of the federal Judiciary.



This year, more than 1,300 high-school seniors at 34 court locations across the country participated in a Law Day program sponsored by the Administrative Office. The program, Judicial Independence and You, won an Outstanding Law Day Activity Award from the American Bar Association.

office hours, directions to the courthouse, and questions concerning local rules, saving staff time and money. The Judiciary also uses the Internet for research and acquisition activities.

- Electronic Public Access (EPA). In fiscal year 2000, implementation of the Public

Access Network, which provides access to court case information from the Internet, expanded to over 100 sites. In addition, the BANCAP Web PACER product was enhanced to provide real-time access to court case information, a NIBS Web PACER system was developed, and several

Federal Law Clerk Information System

In 2000, the Administrative Office launched the Federal Law Clerk Information System, within days of the system going live, information on more than 300 law clerk positions was posted on the web site.



courts began offering images of their case documents on the Internet. The Administrative Office also worked with Wade Systems, Inc., to incorporate the Judicial Conference approved Internet access fee into their RACER product, which offers access to imaged documents.

- **Federal Law Clerk Information System.** In 2000, the Administrative Office launched the Federal Law Clerk Information System, a new database accessible through the Judiciary's Internet web site that allows prospective law clerk candidates to obtain information about upcoming or existing

days of the system going live, information on more than 300 law clerk positions was posted on the web site.

- **J-Net.** The Judiciary uses an intranet for internal communications that offers a collection of information that can be shared electronically. The Administrative Office maintains a site on this intranet called J-Net, which is helping to achieve savings as it disseminates greater amounts of information electronically in place of paper documents.

ListServ, a feature added to J-Net in 2000, provides weekly e-mails on the 10 most recent listings to Judiciary employees who sign up for this service. Also, courts now can submit job opportunity announcements using an automated program that converts files to HTML and ensures prompt posting.

Electronic Broadcast of Correspondence to Court Officials. In September 1999, Administrative Office staff began sending official correspondence and other important information to all chief judges or court unit executives electronically. Unlike regular e-mail messages, the broadcast system provides fully formatted and signed correspondence. The electronic broadcast of correspondence from the Director and other Administrative Office officials has been a positive step for both the Administrative Office and the courts. It has reduced printing and postage costs and enables the courts to receive important information quickly.

employment opportunities as law clerks to federal judges. Judges and chambers staff can post vacancy announcements through a chambers module on J-Net, reducing substantially the need to respond to individual inquiries about clerkship opportunities or the application process. Within